

**HUMAN RESOURCES SERVICE CENTER - NORTHEAST
BOURSE BUILDING
111 S. INDEPENDENCE MALL EAST
PHILADELPHIA, PENNSYLVANIA 19106-2598**

**ANNOUNCEMENT NUMBER: ASF-PHL-01-0989-NR
AMENDMENT**

OPENING DATE: November 21, 2001

CLOSING DATE: December 13, 2001

POSITION: Logistics Management Specialist, GS-0346-7

OUTSTANDING SCHOLAR PROGRAM

Position has promotion potential to GS-11

**This announcement is amended to correct duty location and
to extend closing date.**

NUMBER OF VACANCIES: 1

SALARY: \$30,121.00 per annum (starting) to \$57,954.00 per annum

DUTY LOCATION: Naval Inventory Control Point-Philadelphia
Retail Operations Directorate (08)
Customer Operations Department (082)
Philadelphia, PA

AREA OF CONSIDERATION: All U.S. citizens

TYPE OF APPOINTMENT: Permanent-Full Time

- ◆ The Outstanding Scholar Program; **OR**
- ◆ The Interagency Career Transition Assistance Plan (ICTAP) within the commuting area

DUTIES: This is an entry-level position. Entry level Logistics Management Specialist performs developmental assignments under close guidance and supervision. Trainee will receive formal classroom instruction and on-the-job training designed to equip them with the knowledge, skills and abilities to perform the duties of the full performance level positions. In addition, trainee will rotate through assignments within various operational codes. At the full performance level, Logistics Management Specialist would either build allowance products for fleet or coordinate material acquisition. Provides direct fleet assistance for inquiries concerning any aspect of logistics management and collects and analyzes data for readiness reporting. The incumbent will initiate and coordinate all material acquisition responsibilities to include determination of appropriate repair, refurbishment, modification and new spare procurement levels and the acquisition method to be utilized. Incumbent will resolve all supply related elements of pre and post contract administration and develop funding projections for both ongoing requirements needs and new

initiatives for inclusion on the corporate budget. Incumbent performs duties to derive optimal life cycle costs employing ILS management methodologies to ascertain best value alternatives.

QUALIFICATIONS REQUIREMENTS UNDER THE OUTSTANDING SCHOLAR PROGRAM:

Applicants must be college graduates from an accredited university and have maintained a grade point average (GPA) of 3.5 or higher on a 4.0 scale for ALL undergraduate course work, OR have graduated in the upper 10 percent (which must be clearly indicated on transcript or on an authorized document) of their baccalaureate graduating class or major university subdivision such as the School of Business Administration.

For this program, the GPA is rounded to one decimal place. For example, a GPA of 3.45 rounds up to the required 3.5, while a 3.44 rounds down to the 3.4 GPA.

A college degree in any major is qualifying for this position. You may apply up to nine months before graduation, but you must have the GPA or class standing at the time you are offered a job.

NOTE:

- **YOU MUST ATTACH A COPY OF “ALL” UNDERGRADUATE TRANSCRIPTS OR DOCUMENTATION OF HAVING GRADUATED IN THE UPPER 10 PERCENT OF BACCALAUREATE GRADUATING CLASS OR A MAJOR UNIVERSITY SUBDIVISION TO RECEIVE CONSIDERATION.**
- **Applicants qualifying under the Outstanding Scholar Program do not have to address the Knowledge, Skills, and Abilities (KSA's) listed below.**

QUALIFICATIONS UNDER THE ICTAP PROGRAM: In addition to meeting the requirements listed below under ‘ICTAP PRIORITY PROVISIONS’, applicants must possess one year of specialized experience equivalent to the next lower grade level. Specialized experience is experience that has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties and responsibilities of the position. **ICTAP applicants must address the knowledge, skills, and abilities (KSAs) listed below.**

SPECIAL QUALIFICATIONS: Reference the Defense Acquisition Workforce Improvement Act (DAWIA). This is a Department of the Navy Acquisition position in the Acquisition Logistics Field. Incumbent must be DAWIA certified to Level I for grades (5 thru 9) and Level II (grades 9 thru 11) within eighteen (18) months of employment. As specified in Department of Defense Regulation 5000.52.M and Secretary of Navy Instruction 5300.36, DAWIA Certification I or II requirements will be used as quality ranking factors. Eligibility will be based upon a clear showing that the applicant has had experience of the scope and quality sufficient to effectively carry out the assignments of the position. The best-qualified candidates will be distinguished from other applicants using the certification requirements on <http://www.acq.osd.mil/dau>) for Level I or II of the Acquisition Logistics Career Field. Any selectee who is not certified at the Level I or II of this career field at the time of assignment to the position, must meet the mandatory requirements within 18 months after assignment to the position. **Please complete and submit the self-certification form(s) at the end of this announcement with your application. If not certified, please check that box on the form. Ensure you sign and date the form**

KNOWLEDGES, SKILLS, AND ABILITIES (KSAs): Eligible ICTAP applicants will be evaluated based on the extent to which they demonstrate proficiency in the KSAs listed below. You should provide clear and detailed examples of experience, training, education, and awards that demonstrate your KSAs in the following areas:

1. Ability to meet the DAWIA requirements for levels I and/or II for the Acquisition Logistics Career Field.
2. Knowledge of logistics management procedures, policies and guidelines.
3. Ability to prioritize workload.
4. Ability to communicate orally and in writing.

CONDITIONS OF EMPLOYMENT: Selection for this position is contingent upon proof of U.S. Citizenship. Candidates selected must enroll in the Direct Deposit of Pay/Electronic Fund Transfer program. A background investigation may be required. Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law. Selectee may be required to take and pass a physical examination.

DRUG TESTING: The Department of the Navy is a Drug Free Workplace employer. Incumbents of certain positions are subject to drug testing prior to employment and periodic random testing after entering on duty. All other Department of the Navy employees may be subjected to drug testing based on reasonable suspicion of illegal drug use.

FAILURE TO PROVIDE YOUR SOCIAL SECURITY NUMBER WILL RENDER YOUR APPLICATION INCOMPLETE AND WILL RESULT IN AN INELIGIBLE RATING.

HOW TO APPLY: You may submit the Optional Application for Federal Employment (OF-612), Application for Federal Employment (SF-171), a resume or any other written format you choose. Applicants must state the hours per week worked and starting and ending date (month and year) for all qualifying experience. If your qualifying experience is only part of your job, you must show the actual time, such as the number of hours per week or the percentage of time in the position, that you spent doing the qualifying activities in order to receive proper credit. Part-time experience will be prorated in calculating the amount of qualifying experience. Credit will be given for appropriate unpaid experience or volunteer work such as in community, cultural, social services, and professional association activities, on the same basis as for paid experience, provided it is directly related to the job for which you are applying. Therefore, you may report such experience, if you feel that it represents qualifying experience for the position for which you are applying. To receive proper credit, you must show the actual time (such as the number of hours per week) spent in such activities. **Applicants are evaluated for basic eligibility only.**

WHAT TO INCLUDE WITH YOUR APPLICATION: To receive proper consideration, you should submit all of the following information, if applicable. Failure to do so may result in a low or ineligible rating.

- Social security number - **FAILURE TO PROVIDE YOUR SOCIAL SECURITY NUMBER WILL RENDER YOUR APPLICATION INCOMPLETE AND WILL RESULT IN AN INELIGIBLE RATING.**
- Announcement number, title, series, and grade.
- Full legal name and mailing address (with zip code), day and evening telephone numbers (with area code).
- Country of citizenship
- Veteran's preference
- Complete SF-15 with the documentary proof required therein, if you are claiming 10-point veteran's preference. Documentary proof will not be returned to applicants.
- Copy of Certificate of Release or Discharge from Active Duty (DD-214), which includes your condition of discharge, if you are claiming 5-point veteran's preference.
- For experience most relevant to the position, include the name and address of employer, supervisor's name and phone number, starting and ending dates (month and year), job title, salary, a description of your duties, responsibilities, accomplishments, and hours worked per week for each job listed. Indicate whether or not your current supervisor may be contacted. Prepare a separate entry for each job.
- Title/series/grade/dates of highest federal civilian position held.
- For education, include name, city and state of high school/colleges/universities attended as well as date of diploma or GED. Also, include type and year of any degrees received and majors. If no degree, include total credits earned and indicate whether semester or quarter hours. Include a copy of transcripts and/or any degree(s).
- To receive credit for relevant training list seminar/course titles, dates, numbers of hours and name of the institutions from which training was received.
- Description of honors, awards, and special qualifications such as language skills, computer skills along with dates and how/where acquired, if relevant to the position.
- If eligible for ICTAP, applicants must submit copy of agency Reduction in Force notice, a copy of most recent performance rating and a copy of most recent SF-50 noting current position, grade level, and duty location. Please annotate your application that you are applying as an ICTAP eligible.

WHERE TO OBTAIN APPLICATION MATERIAL AND INFORMATION ABOUT THE JOB: The

Optional Application for Federal Employment (OF 612) can be accessed electronically at http://www.opm.gov/forms/pdf_fill/of0612.pdf. The Application for 10-Point Veteran Preference (SF 15) can be accessed electronically at <http://www.opm.gov/forms/pdfimage/sf0015.pdf>. For additional information regarding this announcement, you may call (215) 408-5265. Individuals who are deaf, hard of hearing, and/or have speech disabilities may contact the HRSC-NE by utilizing the TTY/TDD (Teletypewriter/ Telecommunication Device for the Deaf) number (215) 408-4401.

MAIL YOUR APPLICATION TO:

**HUMAN RESOURCES SERVICE CENTER – NORTHEAST
ATTN: CODE 52.1, ANNOUNCEMENT #ASF-PHL-01-0989-NR (Patricia A. Whitaker)
BOURSE BUILDING, 111 S. INDEPENDENCE MALL EAST
PHILADELPHIA, PENNSYLVANIA 19106-2598**

If this announcement includes a cut-off date(s), completed application packages received by the HRSC-NE on or before the cut-off date will be processed and referred first. Applications must be postmarked no later than the final closing date of this announcement. Faxed applications WILL NOT be accepted. No extensions will be granted. Use of government paid postage is not permitted for the submission of applications or related correspondence.

NOTE: Applications and attachments become property of the Navy and will not be copied or returned. All extraneous documents not specifically requested will not be used.

VETERAN PREFERENCE: You must clearly identify your claim for veterans preference on your application. For additional information regarding veteran's preference, you may access the following Internet website: <http://www.dol.gov/dol/vets/public/programs/programs/preference/choice.htm>.

5-POINT PREFERENCE. A 5-point preference is granted to veterans who entered the military service prior to October 15, 1976, or who served in a military action for which they received a Campaign Badge or Expeditionary Medal, including the award of the Armed Forces Expeditionary Medal for service in Bosnia during Operation Joint Endeavor, November 20, 1995 – December 20, 1996, and Operation Joint Guard, December 20, 1996 – to be determined.

A 5-point preference is also granted to veterans who served on active duty during the Gulf War from August 2, 1990 through January 2, 1992. The law grants preference to anyone who is otherwise eligible and who served on active duty during this period regardless of where the person served or for how long. "Otherwise eligible" means that the person must have been released from the service under honorable conditions and must have served a minimum of two years on active duty, or if a Reservist, must have served the full period for which called to active duty.

If you are claiming a 5-point veteran preference you must provide a DD-214, Certificate of Release or Discharge from Active Duty, or other proof of entitlement.

10-POINT PREFERENCE. You may be entitled to a 10-point veteran preference if you are a disabled veteran; you have received the Purple Heart; you are the spouse or mother of a 100% disabled veteran; or, you are the widow, widower, or mother of a deceased veteran.

If you are claiming 10-point veteran preference, you will need to submit a SF-15, Application for 10-point Veteran Preference, plus the proof required by that form.

ICTAP PRIORITY PROVISIONS: Current or former Federal employees who are or were on career or career conditional appointments may have special priority selection rights under the Interagency Career Transition Assistance Program (ICTAP). To receive this consideration, applicants must be well qualified for the position to

which applying. To be well qualified, applicants must demonstrate they are able to satisfactorily perform the duties of the position with orientation only and without extensive training.

THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

"The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact the Equal Employment Opportunity staff at (215) 408-5251 to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis."